



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Staff Services Analyst/ or
Associate Treasury Program Officer
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2817 - \$4446 SSA
\$4400- \$5348 Assoc TPO

"Will consider both levels for recruitment purposes"

"AMENDED"

Under close and then general supervision of the Treasury Program Manager II of the Interim Finance Section (IFS), the incumbent analyzes financial activities of State bond programs, provides technical support for the State's interim financing programs and assists other section staff in carrying out financial program duties. **The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.**

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Maintains electronic spreadsheets to monitor and report financial activities of bond proceeds and investments for various bond programs. Reconciles accounts with agencies and banks. Prepares withdrawal documents, transfer letters, and remittance advice for funds. Serves as liaison with the Information Technology division for matters related to the Debt Management System. Records and maintains information in Debt Management System. Provides technical assistance for staff on Debt Management System related projects.
- Analyzes financial activities to ensure compliance with overall policies and specific plans developed for each bond program. Coordinates activities with Securities Clearance Management Division, Investment Division, Cash Management Division and other agencies.
- Provides technical support for the general obligation Commercial Paper note program.
- Conducts various research assignments, as requested. Back up other analysts as necessary; other duties as requested.

DESIRABLE QUALIFICATIONS:

- State finance, accounting or other financial experience.
- Strong technical, analytical and writing skills.
- Strong computer skills, including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access).
- Ability to work independently and accurately within a dynamic environment and restrictive timeframes.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst, or Associate Treasury Program Officer.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. List the number ("820-515-4223-014") next to the classification on your application/resume (i.e., [Assoc TPO 820-515-4223-014]). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

PFD/515/kd
11/28/11